



Manufactured Home (ZABP) Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

- _____ Routing Sheet from Pueblo Regional Building Department by going to the [Pueblo Means Business Portal](#)
- _____ Foundation Plans Prepared and signed by a Colorado licensed professional engineer for this unit and this site.
- _____ Documentation of National Manufactured Housing Construction and Safety Standards Act of 1974 Certification. Documentation may include sales contract or purchase agreement specifically stating construction code standard, HUD data sheet, or HUD Certification Number from red tag on rear of home. **Prelim Data Plate is sufficient. The HUD Number and date will be required for Final Inspection.**
- _____ Documentation of State of Colorado Home Certification Documentation. May include sales contract or purchase agreement specifically stating construction code standards, Certification Number from silver and black tag found under kitchen sink.
- _____ View the Example [Site Plan Drawing](#) that includes, at a minimum, the following:
Site Plan includes all property: The site plan must include all property boundaries, structures, easements, and other relevant features, drawn to scale.
 - _____ North Arrow, Written and Graphic Scale at an **even numbered engineer scale (1" = 10', 20', 30', etc.)** - No larger than 11" x 17" in size – Aerial or Google maps will not be accepted.
 - _____ Property Owner's Name
 - _____ Find the **Assessor's Parcel Number** in [Parcel Records Search](#) by entering Address or Owner's Name.
 - _____ From the search get the **Address and Legal Description of the Property**
 - _____ Next, in the map, click on the layers icon to get the **Current Zone District**
 - _____ Platted and Known Easements and Building Setback Lines as reflected upon the original subdivision plat, if applicable.
 - _____ Location, Exterior Dimensions and Use Identification of **Proposed Structures and ALL Existing Structures** with Four (4) Distances from Structures to Front, Sides, and Rear Property Lines and Distance to or Separation between Other Existing Structures and or Proposed Structures.
Note: irregularly shaped lots need to have the four (4) distances depicted perpendicular to the closest property line.
 - _____ Corner Lot measuring requirements
 - _____ Location, Type, and Height of Existing and Proposed Fences
 - _____ Add the Road Names Adjacent to Property